HAZARDOUS MATERIAL AND WASTE MANAGEMENT (HMWM) PLAN

August 2007

1. PURPOSE

a. The purpose of the HMWM Plan is to assist Fort Jackson (FJ) organizations in complying with environmental regulations pertaining to hazardous substances. Violators can be held personally liable for clean up costs and civil/criminal penalties. Liability can include supervisors and commanders who allow violations to occur and do not take immediate action to prevent or correct the violation. Ignorance of the law is not an acceptable defense.

b. The plan satisfies hazardous waste minimization requirements by documenting the actions being taken to reduce the quantity and toxicity of hazardous substances used and generated on FJ.

2. DEFINITIONS

a. Hazardous substance: Any substance (material or waste) that poses a threat to human health or the environment when improperly treated, stored, transported, or otherwise managed.

b. Hazardous material (HM): A usable hazardous substance.

c. Hazardous waste (HW): An unusable hazardous substance that meets the regulatory criteria of a listed or characteristic (ignitable, corrosive, toxic, or reactive) HW.

d. Acute HW: A listed HW that has a U.S. Environmental Protection Agency (EPA) HW Number beginning with a "P" or the EPA HW Number F020, F021, F022, F023, F026, or F027.

e. Universal Waste (UW): A subset of HW. UW includes certain types of batteries, pesticides, mercury-containing equipment, and lamps (i.e. light bulbs).

f. Controlled Waste: An unusable hazardous substance that does not meet the regulatory definition of HW, but must be disposed IAW HW regulations.

g. Material Safety Data Sheet (MSDS): A hazard information sheet prepared by the manufacturer, specific to a HM, that identifies the hazardous ingredients, physical and health hazards, precautions for safe handling and use, and manufacturer information.

h. Reuse Center: The collection point for unwanted paint related materials, usable hazardous substances, empty paint cans and plastic pails, office supplies, used lamps, rechargeable batteries, mercury containing equipment, cell phones, Tyvek envelopes and compact disc holders, and overhead transparencies. The Reuse Center (x-5121) is located in Building 2558, Essayons Way, and is open Monday-Friday from 1000 to 1400.

i. Recycling Center: The collection point for household-type recyclables including cardboard, newspapers, telephone books (January-March only), magazines, high-grade white paper, high-grade mixed paper, glass, steel, aluminum, plastic #1 & #2, inkjet cartridges, scrap metal, and Xmas trees (during the holiday season only). Pallet recycling can be coordinated by calling the Recycling Center. The Recycling Center (x-4208) is located in Building 5671, Lee Road, and is open Monday-Friday from 0700 to 1500. The Drive Thru Drop-Off is open 24 hours, 7 days a week.

j. Hazardous Substance Management System (HSMS): A computer database system that tracks the receipt, use, and transfer of HM. The HSMS Office is located inside the Reuse Center.

k. Satellite Accumulation Area (SAA): An area, located near the point of generation, where HW is accumulated. The total volume of HW must not equal or exceed 55 gallons (1 quart of acute HW) for more than 72 hours (3 days).

l. Container Storage Area (CSA): An area where an unlimited volume of HW can be stored, however, the HW must be transported to a permitted facility within 90 days.

m. Empty: A container is considered empty if the contents have been removed using the practices commonly employed to empty that type of container (i.e. pouring, pumping, scraping, etc.). Except for those containers that held an acute HW, empty containers are not HW.

3. WASTE IDENTIFICATION

a. A waste is something that can no longer be used or is intended for disposal.

b. All waste must be evaluated to determine the proper disposal method. This includes anything thrown in the trash, poured down the drain, turned-in to the Defense Reutilization and Marketing Office (DRMO), picked-up by a contractor, etc.

c. The best way to determine if the waste you generate is hazardous is by looking at the MSDS that came with the product. If it is a combination of wastes, or a spent product, then a laboratory analysis is generally used to make a determination. Call the Environmental Management Branch (EMB) at x-6858 for assistance.

d. Unused HM does not always require disposal as a HW. It must be inspected by EMB (x-6858) while still in the original container.

4. WASTE MINIMIZATION

a. FJ must eliminate or reduce the purchase and use of HM (especially those containing toxic chemicals), eliminate the unnecessary disposal of unused HM, and minimize the quantity and toxicity of waste generated.

b. The waste minimization hierarchy is: Reduce, Reuse, Recycle, and Dispose only as a last resort. Source reduction can be achieved through material substitution, good housekeeping, HM control, process or equipment change, and waste segregation.

c. Usable HM may only be turned in to DRMO after exhausting all other options. You should first attempt to return it to the supplier or manufacturer. If this is not possible, give it to another organization that can use it or store it for future use. Advertise your excess material via e-mail.

d. Empty containers should be reused whenever possible. Empty paint cans should be turned in to the Reuse Center. Triple-rinsed steel drums and steel cans may be recycled. Empty 5-gallon plastic pails with lids may be turned in to the Reuse Center or Recycling Center for possible reutilization.

5. HAZARDOUS SUBSTANCE MANAGEMENT

a. All containers must be in good condition, clean, and marked or labeled to identify the contents. The label must be legible. Containers must be tightly sealed when not in use.

b. If a container is in poor condition, the contents must be transferred to a new container or the damaged container must be over packed (i.e. placed in a larger container). Hazardous substances should never be placed in a container that previously held food or drink!

c. Hazardous substances should not be placed in a container which previously held an incompatible substance. Containers must be compatible with the contents (i.e. strong corrosives should not be stored in metal containers).

d. Inventory your HM via a Hazardous Chemical Inventory Form (HCIF). The HCIF must be turned in to the HSMS Office (x-5121) by the 10th of each month. *See Appendix A for a blank HCIF.*

e. Maintain a MSDS for each item. MSDSs must be located near all hazardous substance storage and handling areas, and must be easily accessible by all employees.

f. Before purchasing new items:

(1) Check your HCIF. Contact the HSMS Office (x-5121) to find out if other organizations have excess quantities.

(2) Check the Reuse Center (x-5121) for paint related materials, common building supplies, common household HM, and office supplies.

(3) Contact other organizations (on-post and off-post) to see if they have excess.

(4) Determine if personal protective equipment or cleaning solutions will be needed.

(5) Determine if a non-hazardous, non-shelf-life, or recycled item can be procured.

(6) Determine if a HW will be generated. This should be avoided whenever possible.

g. When purchasing new items:

(1) Comply with Green Purchasing Program (GPP) requirements. GPP concerns the purchase of environmentally preferable products and services. For more information, visit https://www.denix.osd.mil/denix/Public/ES-Programs/Pollution/Procurement/GPP/gpp-intro.html. *Note: Federal agencies are required to purchase products containing recycled materials including engine coolants, re-refined lubricating oil, and retread tires.*

(2) Purchase the least hazardous product that will do the job.

(3) Purchase only what you need (do not stockpile). Minimize or eliminate the use of toxic chemicals (such as lawn and garden products).

(4) Avoid items that cannot be returned to the store (such as custom colored paints).

(5) Check expiration dates. Only purchase what can be used prior to the expiration date.

(6) Save your receipts.

(7) Update the HCIF. Add new or revised MSDSs to your file.

h. When storing hazardous substances:

(1) Storage areas must be kept neat through good housekeeping practices.

(2) Storage areas should be covered and secure to protect the containers from the weather and tampering.

(3) Store containers inside whenever possible to prevent containers from rusting and prevent product spoilage due to heat or cold.

(4) Store containers on a paved surface, away from floor drains, storm drains, or hazards that might lead to a spill, to prevent soil or water contamination if a leak or spill should occur.

(5) Store large containers (>10 gallons) on pallets to prevent rusting and aid in leak detection and spill prevention.

(6) Provide secondary containment to hold volume of largest container.

(7) Separate incompatible substances, using the MSDS for guidance. Call the Safety Office (x-6004/2542) for assistance.

(8) Storage of flammable liquids (those with a flash point ≤ 100°F) must comply with FJ Reg 420-90, "Fire Prevention and Protection Services". To view this regulation, go to the Y: drive, open the "Public" folder, open the "Publications" folder, and click on "FJ Reg 420-90".

(9) Manage shelf-life items to avoid expiration. Maintain a log or calendar indicating when shelf-life items will expire.

(10) Inspect storage areas, including aboveground storage tanks, at least weekly. The area should be free of ground stains, spills, odors, or fumes.

i. When using HM:

(1) Follow manufacturer's instructions.

(2) Use the oldest HM first (or any containers in poor condition).

(3) Use the least amount necessary to do the job.

(4) Use up the entire product and then reuse or recycle the empty container, if possible.

(5) Return, give away, or turn in excess items that you don't plan on using.

(6) Update the HCIF when a container is used up or transferred to another location.

(7) Avoid shelf-life expiration. Request shelf-life extensions for expired items. The policies for optimizing shelf-life are contained in DoD 4140.27-M, Shelf-Life Management Manual.

(8) Evaluate wastes to determine the proper disposal method. Do not mix wastes - you take the risk of turning a non-hazardous waste into a HW.

6. HAZARDOUS WASTE (HW) MANAGEMENT

a. The following are examples of hazardous substances that must be managed as HW:

(1) Spent (unusable) mineral spirits, paint thinner, and some solvents.

(2) Unusable gasoline, gasoline mixtures, or gasoline contaminated soil or absorbent.

(3) Rifle bore patches/swabs used with unapproved products, such as WD40 or carburetor cleaner (patches/swabs used with the approved products, CLP and LSA, may be thrown in the trash).

(4) Inactivated MRE heaters (activated MRE heaters may be thrown in the trash).

(5) M17 or M40 gas mask filters (C2 filters only, C2A1 filters may be thrown in the trash).

b. Requirements common to both a HW Satellite Accumulation Area (SAA) and HW Container Storage Area (CSA):

(1) Once HW is placed in a container, a HW label must be put on the container and the contents identified. HW labels are available from EMB (x-6858).

(2) HW must not be mixed. Separate storage containers are required for each type of HW.

(3) If other items are stored in the same area as HW, the boundary of the SAA or CSA must be clearly identified by placing tape on the floor or some other means of identification.

(4) Site-specific spill response plans, spill response kits, and MSDS files must be displayed prominently near all HW storage areas.

(5) HW storage areas must be inspected weekly. The inspections must be documented and kept near the storage area for review by an inspector. *See Appendix B for HW inspection forms.*

(6) Containers holding ignitable or reactive waste must be at least 50 feet from the base property line, and must be separated and protected from sources of ignition or reaction. Containers of flammable waste must be electrically grounded (wires should lead to a grounding rod or system).

c. Requirements specific to a SAA:

(1) The total volume of HW must not exceed 55 gallons (1 quart of acute HW) for more than 72 hours (3 days).

(2) The accumulation start date must be marked on the HW label when the 55 gallon limit (or 1 quart of acute HW) is reached. The HW must be moved to a CSA, turned in to DRMO, or transported off-post to a permitted treatment, storage, or disposal facility within 72 hours of the accumulation start date.

(3) The SAA must have a sign identifying it as a "Hazardous Waste Satellite Accumulation Area/No Smoking".

(4) The SAA must be located near the point of generation.

d. Requirements specific to a CSA:

(1) The accumulation start date must be marked on the HW label immediately when HW is first placed in the container.

(2) An unlimited volume of HW can be accumulated, however, each container must be turned in to DRMO or transported off-post to a permitted treatment, storage, or disposal facility within 90 days of the accumulation start date.

(3) The CSA must have a sign identifying it as a "Hazardous Waste Container Storage Area/No Smoking".

(4) An alarm system, communication device, fire control, and spill response equipment must be available.

(5) The Fire Department, EMB, hospital, and police must be supplied with a layout of the CSA and a HW inventory.

(6) A copy of the Installation Spill Contingency Plan (ISCP) must be kept near the CSA.

7. UNIVERSAL WASTE (UW) MANAGEMENT

a. It is against the law to throw away or mismanage lamps (i.e. light bulbs), certain types of batteries, mercury-containing equipment (such as thermometers or thermostats), and unused pesticides. These items are considered UW, a subset of HW.

b. UW must be placed in containers and sealed. Containers must remain closed and lack evidence of leakage, spillage, or damage. UW must be managed in a way that prevents releases to the environment.

c. The accumulation start date and contents must be marked on the container when UW is first placed in the container (i.e. “Used Lamps”, “Used Batteries”, “Used Mercury-Containing Equipment”, and “Waste-Pesticides”).

d. UW must be turned in to the Reuse Center within 6 months from the start date.

7.1 LAMPS (LIGHT BULBS).

a. Used lamps must be carefully packed to avoid breakage. Do not tape lamps together and do not mix different sizes/types in the same box! The original boxes and packing material should be used whenever possible. Other boxes and packing material can be used if the originals are not available.

b. The accumulation start date and the phrase "Used Lamps" must be marked on the box when the first lamp is placed in the box. When full, the quantity of lamps should be marked on the end of the box.

c. All boxes must be sealed and protected from the weather and potential breakage. Broken lamps must be cleaned up, placed in a leak-proof container, and sealed to prevent the release of mercury or other hazardous constituents.

d. Small quantities of lamps (≤ 8 boxes) should be turned in to the Reuse Center. Large quantities will be dealt with on a case-by-case basis (call x-6858 for recycling instructions).

Note: The easiest way to collect lamps is to use the same box as the new ones. After you pull out a new one, put the used lamp in the empty spot and mark an "X" on the end of the lamp. If the box contains both good lamps and used lamps, mark the box with the phrase "Good Lamps & Used Lamps" and the accumulation start date.

7.2 BATTERIES. All batteries should be turned in "wet". Do not drain and neutralize batteries.

a. Rechargeable batteries, including nickel cadmium (NiCd), nickel metal hydride (NiMH), lithium ion (Li+), and small (<2 lbs) lead-acid (Pb), should be turned in to the Reuse Center for recycling. Batteries may be stored in a cardboard box or other container prior to turn in. The accumulation start date and the phrase "Used Batteries" must be marked on the container when the first battery is placed in the container.

b. Large (>2 lbs) lead-acid batteries in good condition must be recycled. The DRMO requires lead-acid batteries to be stacked on a pallet no more than three (3) high and banded with non-metallic banding. If non-metallic banding is not available, insulate the batteries with a layer of cardboard and then band with metallic banding. Store the batteries in a covered area until there is enough for at least one pallet. Contact DRMO (x-7112) for turn-in guidance.

c. Alkaline and carbon zinc batteries are non-hazardous waste and may be thrown away.

d. Other batteries are managed on a case-by-case basis. Call EMB (x-6858) for a hazard determination and recycling/disposal instructions.

8. CONTROLLED WASTE MANAGEMENT

8.1. ABSORBENTS/SOIL. The disposal of absorbents or soil will vary depending on the type of absorbent and the contaminant. The disposal routes for absorbents/soil contaminated with oil, diesel, or gasoline are shown below. The disposal of absorbents/soil contaminated with other types of hazardous substances must be evaluated on a case-by-case basis. Information from the container label, MSDS, or laboratory analysis will be used to determine if the waste is a HW. Call EMB (x-6858) for a hazard determination.

a. Soil or organic absorbent (such as peat moss or dry sweep) that is lightly contaminated with oil or diesel (not saturated) may be thrown away or taken to the bioremediation shed on Ivy Road. If it is heavily contaminated (saturated), it must be taken to the bioremediation shed. Call EMB (x-6858) for a turn-in appointment.

b. Inorganic absorbent (such as polypropylene) that is contaminated with oil or diesel may be thrown away if it is not saturated. If it is saturated, it must be turned in to DRMO as non-HW.

c. Soil or absorbent (any kind) that is contaminated with gasoline is a HW. Whenever possible, use absorbents with a high absorbency rate to reduce the total weight of HW.

8.2. ANTIFREEZE. Used antifreeze is generally not a HW. Used antifreeze is transported off-post by a contractor. Call DLE Maintenance (x-7346) for service related questions.

8.3. COOKING OIL AND GREASE. Cooking oil and grease from food service establishments must be transported off-post by a contractor. Cooking oil and grease are considered hazardous substances under the Clean Water Act and must be managed in the same way as petroleum oil and grease. Call DLE Maintenance (x-4731) for service related questions.

8.4. MOTOR OIL. Used oil is generally not a HW. Used oil includes hydraulic fluid, transmission fluid, rear end oils and greases, and transaxle oils. Containers and aboveground storage tanks used to store used oil must be labeled or marked clearly with the words "Used Oil". Used oil is transported off-post by a contractor. Call DLE Maintenance (x-7346) for service related questions.

8.5. OIL FILTERS.

a. Oil filters must be drained while at or near normal operating temperature using one of the following gravity, hot drain methods:

(1) puncture filter anti-drain back valve or filter dome end and hot drain for a minimum of twelve hours, or

(2) hot drain for a minimum of twelve hours and crush the filter, or

(3) dismantle the filter and hot drain for a minimum of twelve hours, or

(4) hot drain using any other equivalent method that will remove the used oil.

b. The oil drained from the filter must be transferred to an approved used oil container.

c. After draining, the filter carcass can be thrown away or recycled. The Lexington County Landfill Recycling Station recycles uncrushed oil filters from privately owned vehicles for free.

d. Used oil filters from government vehicles are transported off-post by a contractor. Call DLE Maintenance (x-7346) for service related questions.

8.6. RAGS/DISPOSABLES.

a. Rags destined for laundering are not considered a HW; therefore, the best practice is to have rags laundered. Currently the Post Laundry (x-4694) will wash, but not dry, rags.

b. Rags may be laundered off-post. Circle Environmental (695-9700), located in Columbia, will provide drums of clean rags and pick up used rags at a cost of $0.12/rag.

c. Rags, protective clothing, drop cloths, and filters intended for disposal must be analyzed to determine if they are a HW. Call EMB (x-6858) for a hazard analysis.

8.7. WEAPONS CLEANING/PARTS WASHING UNITS. Weapons cleaning/parts washer solvent is transported off-post by a contractor. The units must not be moved. The lid must be kept closed when the unit is not in use. Call DLE Maintenance (x-7346) for service related questions.

9. NON-HAZARDOUS WASTE MANAGEMENT

9.1. AEROSOL CANS. Aerosol cans that are completely empty are not a HW. Aerosol cans should be turned in to the Reuse Center for reuse or puncturing/recycling.

9.2. GAS MASK FILTERS. There are two types of filters used in the M40 Protective Mask; the C2 and C2A1. Unserviceable C2A1 filters (green in color) are non-hazardous and may be thrown in the trash. Unserviceable C2 filters (black in color) and M17 gas mask filters are HW due to chromium.

9.3. MRE HEATERS. MRE heaters should be activated prior to disposal (this renders them non-hazardous) or saved for future use. Inactivated MRE Heaters are a reactive HW upon disposal.

9.4. PAINT. Paint related materials (full, partly full, or empty) such as paint, spray paint, stain, varnish, primer, sealer, paint thinner, or paint remover should be turned in to the Reuse Center.

9.5 RIFLE BORE PATCHES. Patches and swabs used to clean weapons are not a HW if the two approved products, CLP and LSA, are used. These patches and swabs may be thrown in the dumpster. Unapproved products, such as WD40, carburetor cleaner, or engine cleaner, must not be used! These patches and swabs would be HW and must be managed IAW HW management guidance.

10. DRMO TURN-IN PROCEDURE

a. Call the EMB (x-6858) to schedule a turn-in. The EMB will prepare a HW Profile Sheet and a DD Form 1348-1 Turn-in Document (1348) and schedule a turn-in appointment with DRMO. A MSDS or laboratory analysis is required to complete the paperwork.

b. On the turn-in day, stop by the EMB (Bldg. 2563, Essayons Way) on the way to DRMO and pick up the documentation. EMB personnel will inspect the container and sign the 1348. The DRMO will only accept turn-ins if the containers are in good condition, labeled properly, and the appropriate documents accompany the item.

11. TRANSPORTATION

a. Transportation of HW off-post by unauthorized personnel is a federal offense, punishable by imprisonment and/or fines.

b. On-post transportation of HW is not regulated by the Department of Transportation; however, certain precautions must be taken to ensure safe delivery.

(1) All containers must be secured within the vehicle to prevent spills and accidents. Loads must be balanced in the vehicle lengthwise and crosswise, and braced to prevent movement.

(2) When loading and unloading reactives, care must be taken to keep them dry, out of wet weather, and away from ignition sources.

(3) Keep ignitables away from heat and ignition sources. DO NOT load or unload ignitables from a motor vehicle while the engine is running.

(4) Do not transport incompatible hazardous substances together in the same vehicle.

12. TRAINING REQUIREMENTS

a. All personnel who manage or handle hazardous substances must be trained to respond to spills or other emergencies, protect the environment, and properly handle and dispose of the waste. Training must be completed within six months of employment. Hazardous substance training includes:

(1) Hazard Communication (HAZCOM) training is required for all personnel exposed to hazardous substances. This training is conducted by the organization's Additional Duty Safety Officer (ADSO). Call the Safety Office (x-6004/2542) for additional information.

(2) Initial HW/UW training for Environmental Compliance Officers (ECOs) is included in the mandatory ECO Course conducted by the Environmental and Natural Resources Division (ENRD). Call ENRD (x-5011) to sign up. ECOs that manage or handle HW must take part in annual refresher training either through on-the job-training or by attending a HW refresher class.

(3) Initial HW/UW training for non-ECOs is conducted by EMB on a special basis. The class is tailored to the participants and is one to four hours in length. Non-ECOs who manage or handle HW must take part in annual refresher training through on-the-job training or by attending a HW refresher class. Call EMB (x-6858) for additional information.

(4) Personnel responsible for signing HW manifests, Land Disposal Restriction Notification Forms, and shipping papers must receive function-specific training in the transportation of HM/HW. Call EMB (x-6858) for additional information.

b. Training files must be updated after each training session, must be readily accessible, and must be kept for at least three years from the employee's termination date. The following information must be included:

(1) The HW Training Record or similar records that contain the following: employee's name, job title, job description, and amount and type of training completed (both formal and on-the-job). *See Appendix C for a blank HW Training Record.*

(2) A certificate documenting formal training completed by the employee, or a DD Form 1556 if a certificate is not available.

(3) Documentation for informal on-the-job training that includes topics covered, class time, list of attendees, and instructor's signature.

13. SPILL RESPONSE

a. It is the responsibility of each organization to maintain site-specific spill response plans, spill response kits, and MSDS files and display these items prominently near all hazardous substance storage and handling areas. Personnel must be trained in response procedures and how to use the equipment. Training should emphasize "safety first". *See Appendix D for a sample Spill Response Plan.*

b. Spill response kits must be sufficient to handle the volume of the largest container. Spill kits can be made from locally purchased items and will vary depending on the type and quantity of hazardous substances stored or handled.

c. All spills greater than 5 gallons, or spills of any size that can not be safely contained and cleaned up by organization personnel, must be immediately reported to the FJ Fire Department at 911. Spills that are 5 gallons or less must be reported if the spill enters a storm drain, creek, lake, or other body of water.

d. The FJ Installation Spill Contingency Plan (ISCP) establishes procedures and identifies resources for the control and cleanup of hazardous substance spills. After receiving notification of a spill, the FJ Fire Department will implement the ISCP. A copy of the ISCP must be located near each CSA, but is not required at other hazardous substance storage areas.

14. INSPECTIONS

a. Hazardous substance storage areas must be inspected, at least weekly, for deterioration of containers and the containment system. HW inspections must be documented and kept near the storage area for review by an inspector. Federal regulations require CSA inspection forms to be

retained for at least 3 years. SAA inspection forms must be retained for at least 1 year. *See Appendix B for HW inspection forms.*

b. Scheduled and unannounced environmental compliance inspections are routinely conducted by the EMB. Deficiencies observed during the inspections are documented and submitted to the Commander or Director for corrective action. All inspection results, both positive and negative, may be forwarded to the Commanding General for review.

c. Unannounced compliance inspections are routinely conducted by outside agencies. Violations found during a regulatory inspection will result in a warning letter or Notice of Violation (NOV) and can result in fines and/or possible criminal/civil actions.

15. REPORTING AND RECORD KEEPING

a. The following documents should be maintained at each organization:

(1) HMWM Plan

(2) FJ Regulation 200-8 "Environmental Protection and Enhancement" - To view this regulation, go to the Y: drive, open the "Public" folder, open the "Publications" folder, and click on "FJ Reg 200-8".

(3) FJ Regulation 350-14 "Post Range Regulation" – Units only

(4) ECO appointment letter

(5) MSDSs - A MSDS must be available for all hazardous substances.

(6) HCIFs

(7) HW training records - Federal regulations require retention for at least three years from the employee's termination date.

(8) Site-specific spill response plan

(9) ISCP (only at CSAs)

(10) HW inspection form - Federal regulations require CSA inspection forms to be retained for at least three years. SAA inspection forms must be retained for at least one year.

b. Any organization that has a contractor pick-up their waste (such as batteries or oil/water separator sludge), must provide EMB (x-6858) with pertinent data, including pick-up date, type of waste, and quantity, immediately after shipment.

c. Any organization that has a SAA or CSA must provide EMB (x-6858) with the amount (volume or weight) of HW in storage at the end of each month.

16. PLAN REVIEW AND REVISIONS. The HMWM Plan will be reviewed and evaluated for revision at least once every three years. A copy of the plan will be maintained by all organizations that handle hazardous substances.

APPENDIX A

HAZARDOUS CHEMICAL INVENTORY FORM

Bldg#: _____ **Date:** _____

Cost Center: _____ **POC/Phone:** _____

SSP: _____ **E-mail:** _____

NSN	Nomenclature	Manufacturer & Part No. Information	Unit of Issue	MSDS Number	Unit Price	Beginning Inventory	Amount Used	Amount Purchased	Ending Inventory

APPENDIX B

SATELLITE ACCUMULATION AREA INSPECTION FORM

ITEM TO BE INSPECTED	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	CORRECTIVE ACTION NEEDED	DATE COMPLETED
AREA							
Warning signs are present & legible							
Area is secured & covered							
Area is clean & neat							
Total volume of HW is less than 55 gal (1 qt of Acute HW)							
CONTAINERS							
Incompatible containers are segregated							
Containers are properly labeled & the contents identified							
Containers are in good condition							
Large containers are on pallets							
There are no spills, odors, or fumes present							
Containers are tightly sealed							
Flammable containers are grounded							
SPILL RESPONSE PLANNING							
Spill supplies are readily available							
Spill response plan is nearby							
MSDS file is nearby							

Location of SAA _____

Week 1 – Inspection Date: _____ Signature of Inspector: _____

Week 2 – Inspection Date: _____ Signature of Inspector: _____

Week 3 – Inspection Date: _____ Signature of Inspector: _____

Week 4 – Inspection Date: _____ Signature of Inspector: _____

Week 5 – Inspection Date: _____ Signature of Inspector: _____

Amount of HW in storage at end of month _____

CONTAINER STORAGE AREA INSPECTION FORM

ITEM TO BE INSPECTED	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	CORRECTIVE ACTION NEEDED	DATE COMPLETED
AREA							
Warning signs are present & legible							
Area is secured & covered							
Area is clean & neat							
Aisle space is adequate							
CONTAINERS							
Incompatible containers are segregated							
Containers are properly labeled & the contents identified							
Accumulation start date is within 90 days							
Containers are in good condition							
Large containers are on pallets							
There are no spills, odors, or fumes present							
Containers are tightly sealed							
Flammable containers are grounded							
SPILL RESPONSE PLANNING							
Spill supplies are readily available							
Spill response plan/ISCP is nearby							
An alarm system, communication device, and fire control is available							
MSDS file is nearby							

Location of CSA _____

Week 1 – Inspection Date: _____ Signature of Inspector: _____

Week 2 – Inspection Date: _____ Signature of Inspector: _____

Week 3 – Inspection Date: _____ Signature of Inspector: _____

Week 4 – Inspection Date: _____ Signature of Inspector: _____

Week 5 – Inspection Date: _____ Signature of Inspector: _____

Amount of HW in storage at end of month _____

APPENDIX C

HAZARDOUS WASTE TRAINING RECORD

NAME: _____
ORGANIZATION: _____
JOB TITLE: _____
JOB DESCRIPTION *: _____
_____
_____

DATE EMPLOYED: _____
TYPE AND AMOUNT OF TRAINING REQUIRED:
INTRODUCTORY: _____
_____
UPDATE: _____
_____

TYPE AND AMOUNT OF TRAINING COMPLETED **	DATE

* Detail exactly the HW duties of the employee.
** Attach additional sheets describing the course content or lesson plans.

APPENDIX D

Spill Response Plan

The goal of the spill response plan is to reduce safety, health, and environmental risks associated with a hazardous substance incident. In the event of a spill, the following actions should be implemented:

SECURE AND EVACUATE THE AREA - Keep unauthorized persons out of the area.

REPORT THE SPILL - All spills >5 gallons must be immediately reported to the Fire Department at 911. Spills that are ≤5 gallons must be reported if the spill enters a storm drain, creek, lake, or other body of water, or cannot be safely contained and cleaned up by organization personnel. Provide any pertinent information, including:

- Substance spilled.
- Location of spill.
- Nature and extent of injuries.
- Extent to which spill traveled.
- Estimated amount spilled.
- Time spill occurred.

PROTECT YOURSELF - Extinguish smoking material and ignition sources. Identify the substance spilled and obtain appropriate personal protective equipment, such as:

- Protective Goggles.
- Protective Apron.
- Rubber Overboots.
- Compatible Rubber Gloves.
- Respirators.

STOP THE FLOW - Stop or slow flow of hazardous substance if it can be done safely.

- Plug or patch punctured container(s).
- Upright overturned or tipped container(s).
- Close appropriate valve(s).

CONTAIN THE SPILL - The spilled substance should be contained within the immediate area. Prevent flow to drains, drainage ditches, and sewer systems if it can be done safely.

- Place nonreactive absorbent material such as sand, earth, straw, vermiculite, absorbent pillows or booms on the spill.
- Block the spill from entering storm drains or sewers by constructing a dike around all points of entry.
- If the spill is on the ground, clean it up immediately by digging up the contaminated soil, placing it in proper containers, and disposing of it properly.